



DEPARTMENT OF THE ARMY
HEADQUARTERS, AREA II SUPPORT ACTIVITY
UNIT #15333
APO AP 96205-5333

REPLY TO
ATTENTION OF:

IMKO-AB-PWH

31 MAR 2006

COMMAND POLICY # 2-12

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Area II Furnished Apartment Program (FAP)

1. REFERENCES:

- a. AR 210-50, Housing Management (Installations), 13 October 2005.
- b. Korea Regional Office (KORO) Suppl 1 to AR 210-50, 12 December 2002.

2. This Command Policy supersedes HQ, Area II SA Command Policy #2-12, Area II Junior-Non-Commissioned Officer (E5/E6) Furnished Apartment Program, 9 June 2004.

3. **PURPOSE:** To establish policy, responsibilities and procedures for the Area II Furnished Apartment Program (FAP).

4. **APPLICABILITY:** This policy applies to all incoming U.S. Army, Air Force, Navy and Marine Corps unaccompanied, non-command personnel in grades E-1 through O-6 who are assigned to Area II. Dual Military couples are included (not Joint Domicile). Personnel with joint domicile orders may be eligible for assignment to government quarters as priority 4. Service members who cannot be adequately housed on post in unit barracks or bachelor enlisted or bachelor officer quarters (BEQ or BOQ) will be permitted to move to off-post housing, only after all avenues for adequate on post housing have been explored and exhausted. This policy also applies to all personnel in the above categories who are entering into a new lease agreement. This policy does not apply to personnel in the above categories who are renewing a lease agreement on the same property.

5. **BACKGROUND:** The Area II JNFAP was established in November 2003 as a means to provide adequate, economical housing accommodations for junior noncommissioned officers, thus improving their quality of life (QOL) while assigned to Yongsan. The program replaces the Area II Shared Apartment Program where service members were mandatorily assigned to an apartment with a roommate. Under the JNFAP, each service member may live alone in an apartment.

6. **DISCUSSION:** There are a number of benefits of the Area II FAP:

- a. Increases the service members' quality of life while assigned to Korea, thereby making Korea an "assignment of choice."
- b. Service members acquire private economy housing. They are not required to have a roommate.
- c. All furniture are new or nearly new and are furnished by the landlord.
- d. Saves the government furnishings costs. The Housing Division does not have to deliver or pick up furniture and appliances. The landlord will provide all items listed on Enclosure 1.
- e. Eliminates the need for Housing Division personnel to resolve or intervene in roommate conflicts (i.e. smokers vs. non-smokers, lifestyle differences, age differential, etc.).
- f. Reduces administrative actions/coordination that were necessary under the Shared Apartment Program.

7. **RESPONSIBILITIES:** Chief, Housing Division will oversee the FAP and shall ensure the program is fairly and uniformly administered.

a. Chief, Housing Services Office (HSO), formerly the Community Housing Relocation Referral Services (CHRRS) shall serve as the FAP Manager and ensure the following is accomplished:

- (1) Brief all personnel on the program, outlining tenant, landlord, realtor, finance, and chain of command responsibilities.
- (2) Every apartment is inspected prior to new or initial occupancy. Apartments previously approved for occupancy will require a new inspection before lease approval; this will be accomplished jointly by the individual and/or realtor/landlord. Apartments that fail to adhere to Area II housing standards will be removed from the FAP.
- (3) Coordinate with realtors/unit commanders on delinquent service members.
- (4) Conduct daily economy housing briefings.
- (5) Ensure all apartments meet housing standards at all times. Eliminate apartments that do not comply with established standards (i.e. health, sanitation, landlord/realtor responsibilities, etc.)

(6) Process all required paperwork, i.e., lease, overseas housing allowance (OHA), miscellaneous housing allowance (MIHA), requests for advance rent/deposit [for Army personnel, DA Form 4187], Automatic Rent Collection [ARC – Army personnel only], and final TLA memorandum.

c. Service members:

(1) Will attend economy housing briefing within 24 hours of in-processing into the housing office, and receive the FAP briefing prior to apartment assignment.

(2) Will fill out Quality Inspection checklist with the landlord and/or realtor within 15 days of occupying the premises. (Enclosure 2)

(3) Will not share apartments. Personnel who are married to another service member, including joint domicile will be mandated to furnished apartment program. However, personnel with joint domicile orders assigned for 18 – 24 months, they may be eligible for assignment to government quarters as priority 4.

(4) Will each have own lease agreement and pay the monthly fair market value (FMV) for rent (utilities included). Water, telephone and cable are not automatically included, and therefore any costs will be agreed upon between the service member and landlord/realtor. Service members who exceed monthly utility costs will pay for any excess charges. Service members will request monthly receipt for utility usage.

(5) Will receive their MIHA.

(6) Will pay realtors' fee and monthly rent (due NLT 5th day of the month). Commanders/First Sergeants will be notified of service members who fail to pay their rent on time. Service members may be subject to UCMJ, involuntary termination of lease and/or case referral to Yongsan Criminal Investigation Division (CID).

(7) Will abide by generally accepted rules for living on the Korean economy.

(8) Will care and safeguard all furniture and appliances. Damages as a result of misuse, neglect, etc. will result in charges to the service member. If all parties agree, payment may be deducted from available security deposit.

(9) Will abide by Area II Support Activity Policy Memorandum 5-11, Noise Control, 13 November 2003 (Enclosure 4).

(10) Will provide landlord Lease Agreement Termination Notice a minimum of 30 days before termination of contract (i.e. PCS, ITT, BEQ/barracks assignment).

d. Unit commanders will:

(1) Counsel their service members on their responsibilities in the FAP (i.e. payment of rent and other costs, care and maintenance of provided furnishings, etc.). For service members who fail to abide by the program, unit commanders may impose disciplinary action in accordance with the UCMJ.

IMKO-AB-PWH

SUBJECT: Area II Furnished Apartment Program (FAP)

(2) Conduct random Health and Welfare inspections to ensure their service members are living up to KORO housing standards.

8. Housing division point of contact is Chief, Housing Services Office, 738-1712.

9. This policy memorandum will remain in effect unless superseded or rescinded.



RONALD C. STEPHENS
COL, SC
Commanding

4 Encls

1. Furnishings Listing
2. Housing Standard
3. Inspection Checklist
4. Area II Command Policy
#5-11, Noise Control

DISTRIBUTION:

A

1-Ea FAP Service Member

FURNITURE & APPLIANCES

AREA II FURNISHED APARTMENT PROGRAM (FAP) FURNITURE ALLOCATION

The following are the minimum furnishings requirements that will be provided by the landlord:

1. BEDSTEAD, W/FRAME
2. BEDSPRING
3. MATTRESS
4. NIGHT TABLE
5. CHAIR, EASY, W/ARM
6. CHAIR, STRAIGHT, WITHOUT ARM, 2 – 4
7. DESK, with CHAIR
8. DRESSER, 4 – 6 DRAWERS
9. SOFA, 2 – 3 SEAT
10. MIRROR, with BRACKET
11. TABLE, DINING
12. WARDROBE
13. WASHER
14. DRYER
15. RANGE
16. REFRIGERATOR

*** NOTE: Service members are responsible for care and maintenance of the above items during occupancy. Damages beyond normal fair wear and tear will be paid appropriately to the landlord/realtor. You will not be permitted to clear housing until outstanding issues are resolved. Coordinate with the landlord/realtor for any maintenance issues. ***

Enclosure 1

Yongsan / K -16 OFF-POST HOUSING STANDARD

GRADE	MAX RENTAL K-16	MAX RENTAL YONGSAN	REMARKS
E1 - E6	*W1,900,000	* W2,200,000	Max. 26 Pyong Net Approx. 936 Net sqft
E-7 - E9 O1 - O3 CW1 -CW3	*W2,200,000	* W2,800,000	No Size Restriction
O4-O5	*W2,500,000	*W3,100,000	No Size Restriction
O6	*W2,500,000	*W3,400,000	No Size Restriction

- Note: * Rental prices reflect without utility.
- If dual military, SM is authorized to go with category for higher ranking personnel.

Appendix E

Quality Inspection Form (Premise Conditions and Inventory Report)		<input type="checkbox"/> Move-in <input type="checkbox"/> Move-out	<input type="checkbox"/> Initial Listing <input type="checkbox"/> Revalidation	<input type="checkbox"/> Special Request (Landlord / Tenant)															
Address:		Tenant:Name	Signature & Date	Landlord:Name Signature & Date															
<p>Condition Codes: Damages noted by the occupant will be reported to the HSO and to the landlord within 15 days after occupying of the premises. List damages in the remarks section.</p> <table style="width:100%; font-size: small;"> <tr> <td>BR - Broken</td> <td>MO - Moth Damage</td> <td>ST -</td> </tr> <tr> <td>BU - Burned</td> <td>NE - New</td> <td>TO - Torn</td> </tr> <tr> <td>CR - Cracked</td> <td>OL - Old</td> <td>WA - Warped</td> </tr> <tr> <td>FA - Fair</td> <td>SC - Scratched</td> <td>G - Good</td> </tr> <tr> <td>MI - Missing</td> <td>SQ -</td> <td>LK - Leakage</td> </tr> </table>					BR - Broken	MO - Moth Damage	ST -	BU - Burned	NE - New	TO - Torn	CR - Cracked	OL - Old	WA - Warped	FA - Fair	SC - Scratched	G - Good	MI - Missing	SQ -	LK - Leakage
BR - Broken	MO - Moth Damage	ST -																	
BU - Burned	NE - New	TO - Torn																	
CR - Cracked	OL - Old	WA - Warped																	
FA - Fair	SC - Scratched	G - Good																	
MI - Missing	SQ -	LK - Leakage																	

Kitchen			
Walls			
Walls Paint			
Wallpaper			
Tile			
Windows: Glass			
Blinds			
Sills			
Curtain rods			
Doors and frames			
Ceiling			
Light fixtures			
Floor			
Radiators			
Electric: wiring and outlets			
Plumbing fixtures			
Water heater			
Sink			
Cabinets			
Range			
Refrigerator			
Trash Compactor			
Garbage Disposal			
Other			
Cable: wiring and outlet			
Dining Room			
Walls			
Walls Paint			
Wallpaper			
Tile			
Windows: Glass			
Blinds			
Sills			
Curtain rods			
Doors and frames			
Ceiling			
Light fixtures			
Floor			
Radiators			
Electric: wiring and outlets			
Cable: wiring and outlet			
Other			
***Smoke Detector (required)			
***Fire Extinguisher (required)			

Appendix E

Item	1 st	2 nd	Remarks
Living Room			
Walls			
Walls Paint			
Wallpaper			
Tile			
Windows: Glass			
Blinds			
Sills			
Curtain rods			
Doors and frames			
Ceiling			
Light fixtures			
Floor			
Radiators			
Electric: wiring and outlets			
Cable: wiring and outlet			
Other			
Other Rooms			
Attic:			
Walls			
Windows			
Doors and frames			
Ceiling			
Light fixtures			
Floor			
Insulation			
Electric: wiring and outlets			
Attic Ventilation			
Basement:			
Walls			
Windows			
Doors and frames			
Ceiling			
Light fixtures			
Floor			
Insulation			
Electric: wiring and outlets			
Attic Ventilation			
Other ():			
Hall			
Walls			
Walls Paint			
Wallpaper			
Tile			
Windows: Glass			
Blinds			
Sills			
Curtain rods			
Doors and frames			
Ceiling			
Light fixtures			
Floor			
Radiators			
Electric: wiring and outlets			
Other			

Appendix E

Item	1 st	2 nd	Remarks
Laundry Room			
Walls			
Walls Paint			
Wallpaper			
Tile			
Windows: Glass			
Blinds			
Sills			
Curtain rods			
Doors and frames			
Ceiling			
Light fixtures			
Floor			
Radiators			
Electric: wiring and outlets			
Washer/Dryer			
Pumping Fixtures			
Other			
Exterior			
Walls			
Walls Paint			
Brick/Stone/Mortar			
Siding			
Windows: Glass			
Shutters			
Storm windows			
Curtain rods			
Doors and frames			
Locks			
Sliding glass doors			
Ceiling			
Light fixtures			
Walkways			
Driveway			
Electric: wiring and outlets			
Landscaping			
Lawn			
Garage door			
Deck/Patio			
Balcony/terrace			
Other			
Keys			
House Keys			
Mailbox Keys			
Garage Door Opener			
Other Keys			
Comments:			

Appendix E

Item	1 st				2 nd				Remarks
	1	2	3	4	1	2	3	4	
Walls									
Walls Paint									
Wallpaper									
Tile									
Windows: Glass									
Blinds									
Sills									
Curtain rods									
Doors and frames									
Ceiling									
Light fixtures									
Floor									
Radiators									
Electric: wiring and outlets									
Cable: wiring and outlet									
Other									
Comments:									

Item	1 st			2 nd			Remarks
	1	2	3	1	2	3	
Walls							
Walls Paint							
Wallpaper							
Tile							
Windows: Glass							
Blinds							
Sills							
Curtain rods							
Doors and frames							
Ceiling							
Light fixtures							
Floor							
Radiators							
Electric: wiring and outlets							
Water heater							
Plumbing fixtures							
Sink							
Tub							
Shower							
Toilet							
Mirror / Mirror Cabinet							
Other							
Comments: (Final Inspection - Clearing Quarters)							

Tenant: Signature & Date _____

Landlord: Signature & Date _____